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ABSTRACT

This 1978 guide revises the earlier "Counselor's Check-up List" which provided a source of new ideas and innovative techniques for the practicing counselor, the counselor educator, and the counselor in training. Items are categorized for ready reference with topics including publishers specializing in guidance-related materials and test materials, as well as audio-visual aids, government agency sources of both information and services, resources for college admissions and student financial aids, lists of placement aids, educational directories and reference material, and free or inexpensive literature sources. The purpose of the listings is to suggest means of updating the counselor's professional information. A "tongue-in-cheek" quiz asking about each category checks the reader's current awareness and usage of current resources. The list is highly selective rather than comprehensive, and it is based on the opinions of professionals in the field. (Author/LS)

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COUNSELOR'S INFORMATION SERVICE

A quarterly annotated bibliography of current literature on educational and vocational guidance.

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COUNSELOR'S CHECK-UP LIST
(New Edition)

* S. Norman Feingold
** Susan L. Brown

"PERMISSION TO REPRODUCE THIS MATERIAL IN MICROFICHE ONLY HAS BEEN GRANTED BY.

S. Norman Feingold

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

The newly revised 1978 edition of the COUNSELOR'S CHECK-UP LIST has been prepared in response to accelerating requests to have it updated. Many thousands of copies of past editions have been used in universities and colleges as a valuable tool in counselor training. The practicing counselor as well as the counselor educator has found the check-up list an important source of new ideas and innovative techniques which the busy counselor may not have had time to explore in depth.

This new edition of the COUNSELOR'S CHECK-UP LIST includes much timely material that has not been listed previously. Out-dated and out-of-print publications have been deleted. Items on the list have been categorized for ready reference. Categories include listing of publishers who specialize in guidance-related materials, government agencies which provide relevant information and services, and lists of sources of free or inexpensive literature. Also included are lists of placement aids, educational directories and references, as well as resources for college admissions and student financial aids. Listings of publishers of test materials and audio-visual aids are also provided.

B'nai B'rith Career and Counseling Services also presents a recommended list of books in educational and vocational guidance which have been found to be particularly outstanding. Obviously, this list is not totally comprehensive. It is highly selective, and is based on opinions of professionals in the field. The entire Check-up List can, however, provide some guidelines to indicate how you may up-date your professional information.

A "tongue-in-cheek" scoring system is provided for the reader. Simply check the items according to the question asked at the beginning of each category. Instructions for scoring are presented at the conclusion of the Check-up List.

Good luck! We hope you measure up to your expectations.

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I. CERTAIN PUBLISHERS SPECIALIZE OR FREQUENTLY RELEASE BOOKS RELATED TO GUIDANCE AND COUNSELING. DO YOU HAVE THE LATEST CATALOGS OF THE FOLLOWING PUBLISHERS?

_ 1. Academic Press, Inc., 111 Fifth Ave., New York, NY 10003.
_ 2. Academic Therapy Publications, P.O. Box 899, 1539 4th St., San Rafael, CA 94901.
_ 3. Addison-Wesley Publishing Co., Reading, MA 01867.
_ 4. Allyn & Bacon, Inc., 470 Atlantic Ave., Boston, MA 02210.
_ 5. Barnes and Noble, 10 East 53rd St., New York, NY 10022.
_ 6. Bellman Publishing Co., P. O. Box 164, Arlington, MA 02174.
_ 7. B'nai B'rith Career and Counseling Services, 1640 Rhode Island Ave., N.W., Washington, D.C. 20036.
_ 8. Careers, Box 135, Largo, FL 33540.
_ 9. The Carroll Press, 43 Squantum St., Cranston, RI 02920.
_ 10. Chronicle Guidance Publications, Inc., Moravia, NY 13118.
_ 11. J. G. Ferguson Publishing Co., 111 East Wacker Dr., Chicago, ILL 60601.
_ 12. Garrett Park Press, Garrett Park, MD 20766.
_ 13. Harper and Row, 10 East 53rd St., New York, NY 10022.
_ 14. Hawthorn Books, Inc., 260 Madison Ave., New York, NY 10016.
_ 15. Houghton Mifflin Company, 1 Beacon St., Boston, MA 02107.
_ 16. Human Sciences Press, 72 Fifth Ave., New York, NY 10011.
_ 17. Jossey-Bass, Inc., 615 Montgomery St., San Francisco, CA 94111.
_ 18. J. B. Lippincott Company, East Washington Square, Philadelphia, PA 19105.
_ 19. Little, Brown & Co., 34 Beacon St., Boston, MA 02106.
_ 20. McGraw-Hill Book Co., 1221 Avenue of the Americas, New York, NY 10020.
_ 21. Julian Messner, 1230 Avenue of the Americas, New York, NY 10020.
_ 22. Olympus Publishing Co., 1670 East Thirteenth South, Salt Lake City, UT 84105.
_ 23. Prentice-Hall, Inc., Englewood Cliffs, NJ 07632.
_ 24. Research Press, 2612 N. Mattis Ave., Champaign, IL 61820.
_ 25. Richards Rosen Press, 29 East 21st St., New York, NY 10010.
_ 26. Schocken Books, Inc., 200 Madison Ave., New York, NY 10016.
_ 27. Science Research Associates, 259 East Erie St., Chicago, IL 60611.
_ 28. Charles C. Thomas, Publisher, 301-327 East Lawrence Ave., Springfield, IL 62703.
_ 29. University Associates, Inc., Publishers & Consultants, 7596 Eads Ave., LaJolla, CA 92037.
_ 30. University Park Press, Chamber of Commerce Building, Baltimore, MD 21202.
_ 31. Vocational Guidance Manuals, 235 East 45th St., New York, NY 10017.
_ 32. Franklin Watts, Inc., 730 Fifth Ave., New York, NY 10019.
_ 33. John Wiley and Sons, 605 3rd Ave., New York, NY 10016.

II. ARE YOU ON THE MAILING LIST FOR THE FOLLOWING GOVERNMENT AGENCIES?

_ 34. ACTION, Office of Citizen Placement, 806 Constitution Ave., N.W., Washington, D.C. 20525: Peace Corps, VISTA, Foster Grandparents, Retired Senior Volunteers Program (RSVP), Service Corps of Retired Executives (SCORE), Action Corps of Executives (ACE).
_ 35. Bureau of Apprenticeship and Training, U.S. Department of Labor, Washington, D.C. 20210.
_ 36. Bureau of the Census, U.S. Department of Commerce, Suitland, MD 20233.
_ 37. Bureau of Labor Statistics, U.S. Department of Labor, Washington, D.C. 20212.
_ 38. Equal Employment Opportunity Commission, 2401 E St., N.W., Washington, D.C. 20037.
_ 39. National Clearinghouse for Alcohol Information, 9119 Gaither Rd., Gaithersburg, MD 20760.
_ 40. National Clearinghouse for Drug Abuse Information, 5600 Fishers Lane, Rockville, MD 20857.

_ 41. National Institute of Education, Washington, D.C. 20208.
_ 42. National Institute of Mental Health, 5600 Fishers La., Rockville, MD 20857.
_ 43. National Science Foundation, 1800 G St., N.W., Washington, D.C. 20550.
_ 44. National Technical Information Service, U.S. Department of Commerce, Springfield, VA 22151.
_ 45. Office of Education, U.S. Department of Health, Education, and Welfare, Washington, D.C. 20201.
_ 46. President's Commission on Employment of the Handicapped, 1111 20th St., N.W., Washington, D.C. 20036.
_ 47. Social and Rehabilitation Service, U.S. Department of Health, Education, and Welfare, Washington, D.C. 20201.
_ 48. Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402.
_ 49. U.S. Civil Service Commission, Washington, D.C. 20415.
_ 50. U.S. Small Business Administration, Washington, D.C. 20416.
_ 51. U.S. Veterans Administration, Washington, D.C. 20402.
_ 52. Women's Bureau, U.S. Department of Labor, Washington, D.C. 20210.

III. EXCELLENT FREE OR INEXPENSIVE GUIDANCE LITERATURE IS AVAILABLE. HOW MANY OF THE FOLLOWING RESOURCES DO YOU USE?

_ 53. Air Transport Association of America, 1709 New York Ave., N.W., Washington, D.C. 20006.
_ 54. American Hotel and Motel Association, 888 Seventh Ave., New York, NY 10019.
_ 55. American Iron and Steel Institute, 1000 Sixteenth St., N.W., Washington, D.C. 20036.
_ 56. American Trucking Association, Inc., 1616 P St., N.W., Washington, D.C. 20036.
_ 57. Catalyst, 14 E. 60th St., New York, NY 10022.
_ 58. Consumer Information Center, Pueblo, CO 81009.
_ 59. Council on Legal Education Opportunity, 818 18th St., N.W., Washington, D.C. 20006.
_ 60. Epilepsy Foundation of America, 1828 L St., N.W., Washington, D.C. 20036.
_ 61. General Electric Company, Educational Publications, Schenectady, NY 10016.
_ 62. General Motors, Inc., Public Relations Staff, Detroit, MI 48202.
_ 63. Manufacturing Chemists Association, 1825 Connecticut Ave., N.W., Washington, D.C. 20009.
_ 64. National Association for Industry-Education Cooperation, 235 Hendricks Blvd., Buffalo, NY 14226.
_ 65. National Council on Aging, Inc., 1828 L St., N.W., Washington, D.C. 20036.
_ 66. National Health Council, Inc., 1740 Broadway, New York, NY 10019.
_ 67. National Home Study Council, 1601 18th St., N.W., Washington, D.C. 20009.
_ 68. Public Affairs Committee, Inc., 381 Park Ave., South, New York, NY 10016.

IV. PROFESSIONAL ORGANIZATIONS ALSO PUBLISH EXTREMELY HELPFUL INFORMATION. WHICH OF THESE SOURCES OF CAREER INFORMATION HAVE YOU RECENTLY CONTACTED?

_ 69. American Alliance for Health, Physical Education and Recreation, 1201 16th St., N.W., Washington, D.C. 20036.
_ 70. American Association of Colleges of Pharmacy, 4630 Montgomery Ave., Bethesda, MD 20910.
_ 71. American Association of Sex Educators, Counselors and Therapists, 5010 Wisconsin Ave., N.W., Washington, D.C. 20016.
_ 72. American Bankers Association, 1120 Connecticut Ave., N.W., Washington, D.C. 20036.
_ 73. American Bar Association, 1155 East 60th St., Chicago, IL 60637.
_ 74. American Chemical Society, 1155 16th St., N.W., Washington, D.C. 20036.

_ 75. American Dental Association, 211 East Chicago Ave., Chicago, IL 60611.

_ 76. American Dental Hygienists' Association, 211 East Chicago Ave., Chicago, IL 60611.

_ 77. American Institute of Architects, 1735 New York Ave., N.W., Washington, D.C. 20006.

_ 78. American Library Association, 50 East Huron St., Chicago, IL 60611.

_ 79. American Management Association, 135 West 50th St., New York, NY 10020.

_ 80. American Medical Association, 535 North Dearborn St., Chicago, IL 60610.

_ 81. American Optometric Association, 7000 Chippewa St., St. Louis, MO 63119.

_ 82. American Personnel and Guidance Association, 1607 New Hampshire Ave., N.W., Washington, D.C. 20009.

_ 83. American Pharmaceutical Association, 2215 Constitution Ave., N.W., Washington, D.C. 20037.

_ 84. American Podiatry Association, 20 Chevy Chase Circle, N.W., Washington, D.C. 20015.

_ 85. American Psychological Association, 1200 17th St., N.W., Washington, D.C. 20036.

_ 86. American Society of Interior Designers, 730 Fifth Ave., New York, NY 10022.

_ 87. American Society of Landscape Architects, 1750 Old Meadow Rd., McLean, VA 22101.

_ 88. American Sociological Association, 1722 N St., N.W., Washington, D.C. 20036.

_ 89. American Speech and Hearing Association, 10301 Rockville Pike, Rockville, MD 20852.

_ 90. American Vocational Association, 1510 H St., N.W., Washington, D.C. 20005.

_ 91. American Veterinary Medical Association, 600 South Michigan Ave., Chicago, IL 60605.

_ 92. Council for Social Work Education, 345 East 46th St., New York, NY 10017.

_ 93. Engineers Council for Professional Development, 345 East 47th St., New York, NY 10017.

_ 94. Mental Health Association, 1800 North Kent St., Arlington, VA 22209.

_ 95. National Association of Broadcasting, 1771 N St., N.W., Washington, D.C. 20036.

_ 96. National Education Association, 1201 16th St., N.W., Washington, D.C. 20036.

_ 97. National League for Nursing, 10 Columbus Circle, New York, NY 10019.

_ 98. National Society of Public Accountants, 1717 Pennsylvania Ave., N.W., Washington, D.C. 20006.

_ 99. National Vocational Guidance Association, 1607 New Hampshire Ave., N.W., Washington, D.C. 20009.

_ 100. Newspaper Fund, P.O. Box 300, Princeton, NJ 08540.

_ 101. Public Relations Society of America, 845 Third Ave., New York, NY 10022.

_ 102. Society for Public Health Education, Inc., 655 Sutter St., San Francisco, CA 94102.

V. HAVE YOU RECENTLY . . .

_ 103. Checked the new editions of directories of national trade and professional associations?

_ 104. Checked services for the Blind and Visually Handicapped from the Library of Congress, Washington, D.C. 20559?

_ 105. Checked the 1977 Dictionary of Occupational Titles, which has added more than 2,100 new occupational definitions?

_ 106. Searched the literature for recent research or validation studies on tests you frequently use? (i.e. "Education Index," "Psychological Abstracts," "Seventh Mental Measurements Yearbook," "Tests in Print.")

_ 107. Sought information on local scholarship funds available to your clients?

_ 108. Studied the most recent edition of the Occupational Outlook Handbook which describes many new jobs created by rapid technological changes?

_ 109. Updated your list of referral agencies, used your local Red Feather or United Way directory?

_ 110. Updated your literature for each branch of military service?

_ 111. Used sourcebooks published by Marquis Who's Who (200 E. Ohio St., Chicago, IL 60611) including those on equal education, adult and continuing education, aging, special education?

_ 112. Written to your state and federal legislators for information relevant to new educational and vocational legislation?

VI. HOW MANY OF THE FOLLOWING SOURCES OF EDUCATIONAL INFORMATION ARE FAMILIAR TO YOU?

_ 113. College Degrees By Mail: A Comprehensive Guide to Nontraditional Degree Programs (Revised, 1976). John Bear. Rafton and Bear, 210 N. Harrison St., Fort Bragg, CA 95437.

_ 114. College Guide for Jewish Youth (1978-79). S. Norman Feingold, Samuel Z. Fishman, Philip A. Aaronson (Eds.). B'nai B'rith Career and Counseling Services, 1640 Rhode Island Ave., N.W., Washington, D.C. 20036.

_ 115. College Handbook, The (Sixteenth Edition, 1977). Susan F. Watts (Ed.). The College Board, P.O. Box 2815, Princeton, NJ 08540.

_ 116. College Handbook, The: Index of Majors (1977). The College Board, P.O. Box 2815, Princeton, NJ 08540.

_ 117. Directory of Accredited Home Study Schools 1977-78. National Home Study Council, 1601 18th St., N.W., Washington, D.C. 20009.

_ 118. Directory of Accredited Private Trade and Technical Schools (1977-78). National Association of Trade and Technical Schools, 2021 L St., N.W., Washington, D.C. 20036.

_ 119. Free University Directory: Spring 1977. Free University Network, 615 Fairchild Terr., Manhattan, KS 66502.

_ 120. Guide to Independent Study through Correspondence Instruction (1977-79). National University Extension Association, One Dupont Circle, Washington, D.C. 20036.

_ 121. Handbook on International Study for U.S. Nationals (1976). Institute of International Education, 809 UN Plaza, New York, NY 10017.

_ 122. Lovejoy's Career and Vocational School Guide (Fifth Edition, 1978). Clarence E. Lovejoy. Simon and Schuster, Inc., 630 Fifth Ave., New York, NY 10020.

_ 123. 1978 Community and Junior College Directory. American Association of Community and Junior Colleges, One Dupont Circle, Washington, D.C. 20036.

_ 124. On-Campus, Off-Campus Degree Programs for Part-time Students (1976). National University Extension Association, One Dupont Circle, Washington, D.C. 20036.

_ 125. Patterson's American Education (Annual). Educational Directories, P.O. Box 199, Mount Prospect, IL 60056.

_ 126. Peterson's Travel Guide to Colleges: Northeast (1977). Also available is companion volume on colleges in Middle Atlantic States. Peterson's Guides, P.O. Box 2123, Princeton, NJ 08540.

VII. HOW MANY OF THESE FREE NEWSLETTERS, MAGAZINES, ETC., DO YOU RECEIVE?

_ 127. "AFB Newsletter," American Foundation for the Blind, Inc., 15 West 16th St., New York, NY 10011.

_ 128. "Area Trends in Employment and Unemployment," U.S. Department of Labor, Employment and Training Administration, Washington, D.C. 20213.

_ 129. "Bulletin," National Center for Educational Brokering, 405 Oak St., Syracuse, NY 13203.

_ 130. "Child Abuse and Neglect Reports," National Center on Child Abuse and Neglect, P.O. Box 1182, Washington, D.C. 20013.

_ 131. "Civil Rights Update," U.S. Commission on Civil Rights, 1121 Vermont

Ave., N.W., Washington, D.C. 20425.

_ 132. "Closer Look," National Information Center for the Handicapped, Box 1492, Washington, D.C. 20013.

_ 133. "Commission Circular," National Commission for Cooperative Education, 360 Huntington Ave., Boston, MA 02115.

_ 134. "Cultural Post, The," National Endowment for the Arts, Washington, D.C. 20506.

_ 135. "Disabled USA," President's Committee on Employment of the Handicapped, Washington, D.C. 20210.

_ 136. "Education Update," Scholastic Magazines, Inc., 50 W. 44th St., New York, NY 10036.

_ 137. "Engineering Outlook," University of Illinois at Urbana - Champaign, Urbana, IL 61801.

_ 138. "Exchange," The National Self-Help Resource Center, 1800 Wisconsin Ave., N.W., Washington, D.C. 20007.

_ 139. "Federal Council on the Aging Status Report," Federal Council on the Aging, 330 Independence Ave., S.W., Washington, D.C. 20201.

_ 140. "Feedback," The President's Committee on Employment of the Handicapped, Washington, D.C. 20210.

_ 141. "Financial Aid News," The College Board, 888 Seventh Ave., New York, NY 10019.

_ 142. "Gifted Students Institute Newsletter," 611 Ryan Plaza Dr., Arlington, TX 76011.

_ 143. "Innovation," American Institutes for Research, P.O. Box 1113, Palo Alto, CA 94302.

_ 144. "Humanities," National Endowment for the Humanities, Washington, D.C. 20506.

_ 145. "ISR Newsletter," Institute for Social Research, P.O. Box 1248, Ann Arbor, MI 48106.

_ 146. "Memo from the National Institute of Senior Centers," National Institute of Senior Centers, 1828 L St., N.W., Washington, D.C. 20036.

_ 147. "Monthly Release - Federal American Workforce Statistics," U.S. Civil Service Commission, Washington, D.C. 20415.

_ 148. "NASA Report to Educators," National Aeronautics and Space Administration, Washington, D.C. 20546.

_ 149. "NATTS News," National Association of Trade and Technical Schools, 2021 L St., N.W., Washington, D.C. 20036.

_ 150. "Profile," High School News Service, Department of Defense, Norfolk, VA 23511.

_ 151. "Women & Work," U.S. Department of Labor, Office of Information, Publications and Reports, Washington, D.C. 20210.

_ 152. "Women in Action," Federal Women's Program, U.S. Civil Service Commission, Washington, D.C. 20415.

_ 153. "The Work-Education Exchange," Information Exchange Service, National Manpower Institute, 1211 Connecticut Ave., N.W., Washington, D.C. 20036.

_ 154. "Work in Progress," Alfred P. Sloan Foundation, 630 Fifth Ave., New York, NY 10020.

VIII. THE VOCATIONAL COUNSELOR IS OFTEN EXPECTED (OFFICIALLY OR UNOFFICIALLY) TO HELP IN PLACEMENT ACTIVITY AND IT ISN'T ALWAYS EASY. HERE ARE A FEW AIDS FOR YOU OR YOUR CLIENTS. ARE YOU MAKING USE OF THEM?

_ 155. Aside From Teaching English, What in the World Can You Do? (1977). Dorothy K. Bestor. University of Washington Press, Seattle, WA 98195.

_ 156. Careers for The Homebound (1976). President's Committee on Employment of the Handicapped, and B'nai B'rith Career and Counseling Services. Available from: B'nai B'rith Career and Counseling Services, address on masthead.

_ 157. Careers Today: A Guide to Good Jobs without a Degree (1977). Gene R. Hawes, Mark Hawes and Christine Fleming. Taplinger Publishing Co., 220 Park Ave. South, New York, NY 10003.

_ 158. College to Careers (1977). John Singleton. McGraw-Hill Book Co., 1221 Avenue of the Americas, New York, NY 10020.

_ 159. Exploring Careers through Part-time and Summer Employment (1977). Charlotte Lobb. Richards Rosen Press, Inc., 29 East 21st St., New York, NY 10010.

_ 160. Federal Jobs Overseas (1976). U.S. Civil Service Commission, Washington, D.C. 20415.

_ 161. Guide to Employment Abroad (1977). Hill International Publications, P.O. Box 79, East Islip, NY 11730.

_ 162. I Can Be Anything: Careers and Colleges for Young Women (1978). Joyce Slayton Mitchell. The College Board, Box 2815, Princeton, NJ 08540.

_ 163. Job Finder, The: It Pays to Advertise (Revised, 1976). S. Norman Feingold and Fae E. Hoffman. Bellman Publishing Co., P.O. Box 164, Arlington, MA 02174.

_ 164. Job Hunting Secrets and Tactics (1977). Kirby W. Stanat with Patrick Reardon. Follett Publishing Co., 1010 W. Washington St., Chicago, IL 60607.

_ 165. Job Power Now! The Young People's Job Finding Guide (1976). Bernard Haldane, Jean Haldane and Lowell Martin. Acropolis Books, Ltd., 2400 17th St., N.W., Washington, D.C. 20009.

_ 166. A Jobseeker's Guide to The Library (1976). Personnel Services Organization, P.O. Box 27208, Tempe, AZ 85282.

_ 167. The Job-Winning Application (1976). Wayne R. Porter. Personnel Services Organization, P.O. Box 27208, Tempe, AZ 85282.

_ 168. New Career Options for Women: A Selected Annotated Bibliography (1977). Ann T. Phelps, et al. Human Sciences Press, 72 Fifth Ave., New York, NY 10011.

_ 169. Resume Workbook, The (1978). Carolyn F. Nutter. Carroll Press, Publishers, 43 Squantum St., Cranston, RI 02920.

_ 170. Successful Interviewing: A Practical Guide for the Applicant and Interviewer (1976). Marion Sitzmann and Reloy Garcia. National Textbook Co., Skokie, IL 60076.

_ 171. Summer Employment Directory of the U.S. (1976). Mynena Leith. National Directory Service, 266 Ludlow Ave., Cincinnati, OH 45220.

_ 172. Summer Employment in Federal Agencies (Annual). U.S. Civil Service Commission, Washington, D.C. 20415.

_ 173. Vocational Decision Workbook (1977). Richard Z. Glerum and Donna J. Blake. Carroll Press, Publishers, 43 Squantum St., Cranston, RI 02920.

_ 174. Who's Hiring Who (1977). Richard Lathrop. Ten Speed Press, 900 Modoc, Berkeley, CA 94707.

IX. SOME RELATIVELY INEXPENSIVE REFERENCES ARE SO IMPORTANT THAT THEY SHOULD BE AT YOUR FINGERTIPS. DO YOU OWN OR SUBSCRIBE TO THE FOLLOWING?

_ 175. Career Education Pamphlets (1976). Dale E. Shaffer, Library Consultant, 437 Jennings Ave., Salem, OH 44460.

_ 176. College Placement Annual. College Placement Council, Inc., P.O. Box 2263, Bethlehem, PA 18001.

_ 177. Counseling Resources: 1978. American Personnel and Guidance Association, 1607 New Hampshire Ave., N.W., Washington, D.C. 20009.

_ 178. Counselor's Information Service (Quarterly). B'nai B'rith Career and Counseling Services, address on masthead.

_ 179. Educators Guide to Free Guidance Materials (Sixteenth Edition, 1977). Mary H. Saterstrom (Ed.). Educators Progress Service, Inc., 214 Center St., Randolph, WI 53956.

_ 180. Jobs for which College Education is Usually Required (1976). U.S. Department of Labor, Bureau of Labor Statistics, Washington, D.C. 20212.

_ 181. Jobs for Which Junior College, Technical Institute or other Specialized Training is Usually Required (1976). U.S. Department of Labor, Bureau of Labor Statistics, Washington, D.C. 20212.

_ 182. Key Resources in Career Education: An Annotated Guide (1976). David V. Tiedeman, et al (Eds.). National

Institute of Education, Washington, D.C. 20208.

_ 183. Senior College Directory for the Transfer Student (1977-78). Sarah Gleason (Ed.). Letter-Men, Inc., 19 Muzzey St., Lexington, MA 02173.

_ 184. "A Starter File of Free Occupational Literature" (Revised, 1975). Leonard H. Goodman and Ann E. Garrett. B'nai B'rith Career and Counseling Services, address on masthead.

_ 185. Student Expenses at Postsecondary Institutions 1977-78. Elizabeth W. Suchar, et al. The College Board, Box 2815, Princeton, NJ 08540.

X. STUDENTS FREQUENTLY NEED ASSISTANCE WITH REGARD TO COLLEGE ADMISSIONS. ARE YOU FAMILIAR WITH THE FOLLOWING RESOURCES?

_ 186. American College Admissions Advisory Center, 2401 Pennsylvania Ave., Philadelphia, PA 19130.

_ 187. American College Testing Service Scholarship Program, P.O. Box 168, Iowa City, IA 52240.

_ 188. College Admissions Center, 1 Rockefeller Plaza, New York, NY 10020.

_ 189. College Counseling for Transfers (1976). Chronicle Guidance Publications, Inc., Moravia, NY 13118.

_ 190. College Planning/Search Book (1977-78). American College Testing Program, P.O. Box 808, Iowa City, IA 52240.

_ 191. Comparative Guide to American Colleges for Students, Parents, and Counselors (1977). James Cass and Max Birnbaum. Harper and Row Publishers, Inc., 10 E. 53rd St., New York, NY 10022.

_ 192. Comparative Guide to Two Year Colleges and Career Programs (1976). James Cass and Max Birnbaum. Harper and Row Publishers, Inc., 10 E. 53rd St., New York, NY 10022.

_ 193. Directory of Accredited Institutions (1976-77). Association of Independent Colleges and Schools, 1730 M St., N.W., Washington, D.C. 20036.

_ 194. Guide to the Advanced Placement Program (1977-78). The College Board, Box 2815, Princeton, NJ 08540.

_ 195. Lovejoy's College Guide (1976). Clarence E. Lovejoy. Simon and Schuster, 630 Fifth Ave., New York, NY 10020.

_ 196. Western Interstate Commission for Higher Education, Boulder CO 80302.

XI. HOW MANY OF THESE SOURCES OF STUDENT AID INFORMATION DO YOU USE?

_ 197. "Advisory List for National Contests and Activities" (Annual). National Association of Secondary School Principals, 1904 Association Dr., Reston, VA 22070.

_ 198. Barron's Handbook of American College Financial Aid (Revised, 1978). Nicholas C. Proia. Barron's Educational Series, Inc., 113 Crossways Park Dr., Woodbury, NY 11797.

_ 199. "College Education Financing," AFL-CIO, 815 16th St., N.W., Washington, D.C. 20006.

_ 200. Division of Student Financial Aid, Office of Education, U.S. Department of Health, Education, and Welfare, Washington, D.C. 20202.

_ 201. How to Obtain Money For College: A Complete Guide to Sources of Financial Aid for Education (1976). William E. Lever. Arco Publishing Co., Inc., 219 Park Ave., South, New York, NY 10003.

_ 202. The Federal Affairs Handbook (1978). Council for Advancement and Support of Education, One Dupont Circle, N.W., Washington, D.C. 20036.

_ 203. Foundation Annual Reports: What They Are and How To Use Them (1976). Henry G. Russell (Ed.). Foundation Center, 888 Seventh Ave., New York, NY 10019.

_ 204. If Financing Your Medical Education is a Problem, We'd Like to Help (1976). American Medical Association, 535 N. Dearborn St., Chicago, Il 60610.

_ 205. Information Service, U.S. Veterans Administration, 810 Vermont Ave., N.W., Washington, D.C. 20006.

_ 206. Meeting College Costs (1977). The College Board, Box 2815, Princeton, NJ 08540.

_ 207. National Commission for Cooperative Education, 360 Huntington Ave., Boston, MA 02115.

_ 208. National Merit Scholarship Program Guide. National Merit Scholarship Corporation, 990 Grove St., Evanston, IL 60201.

_ 209. Need A Lift? To Educational Opportunities, Careers, Loans, Scholarships, Employment! The American Legion Educational Scholarship Program, P.O. Box 1055, Indianapolis, IN 46206.

_ 210. Scholarships, Fellowships and Loans, Volume VI (1977). S. Norman Feingold, Bellman Publishing Company, P.O. Box 164, Arlington, MA 02174.

_ 211. "Scholarships, Fellowships and Loans News Service." (Quarterly). Bellman Publishing Company, P.O. Box 164, Arlington, MA 02174.

_ 212. Selected List of Major Fellowships Opportunities and Aids to Advanced Education for United States Citizens (1976). National Research Council, 2101 Constitution Ave., Washington, D.C. 20418.

_ 213. Study Abroad: 1977-79 International Scholarships, International Courses. UNESCO. Available from: UNIPUB, Box 433, Murray Hill Station, New York, NY 10016.

_ 214. United Student Aid Funds, 845 Third Ave., New York, NY 10022.

_ 215. Where to Look: A Sourcebook on Undergraduate Internships (1976). Joy Hecht. American Association for Higher Education, One Dupont Circle, Washington, D.C. 20036.

XII. DO YOU HAVE THE CURRENT CATALOGS OF THESE TEST PUBLISHERS?

_ 216. American College Testing Program, Box 168, Iowa City, IA 52240.

_ 217. American Guidance Service, Inc., Publishers' Bldg., Circle Pines, MN 50014.

_ 218. Bobbs-Merrill Company, Inc., 4300 West 62nd St., Indianapolis, IN 46206.

_ 219. Bureau of Educational Research and Service, East Hall, State University of Iowa, Iowa City, IA 52240.

_ 220. Consulting Psychologists Press, Inc., 577 College Ave., Palo Alto, CA 94306.

_ 221. CTB/McGraw-Hill (formerly California Test Bureau), Del Monte Research Park, Monterey, CA 93940.

_ 222. Educational and Industrial Testing Service, P.O. Box 7234, San Diego, CA 92107.

_ 223. Educational Testing Service, Rosedale Rd., Princeton, NJ 08540.

_ 224. Grune and Stratton, Inc., 111 Fifth Ave., New York, NY 10003.

_ 225. Harcourt Brace Jovanovich, Inc., Test Dept., 757 Third Ave., New York, NY 10017.

_ 226. Houghton Mifflin Company, 53 West 43rd St., New York, NY 10036.

_ 227. Institute for Personality and Ability Testing, 1602-04 Coronado Dr., Champaign, IL 61820.

_ 228. Learning Concepts, 2501 North Lamar, Austin, TX 78705.

_ 229. The Psychological Corporation, 757 Third Ave., New York, NY 10017.

_ 230. Psychological Tests Specialists, P.O. Box 1441, Missoula, MT 59801.

_ 231. Research Concepts, 1368 East Airport Road, Muskegon, MI 49444.

_ 232. Scholastic Testing Service, Inc., 480 Meyer Road, Bensenville, IL 60106.

_ 233. Science Research Associates, Inc., 259 East Erie St., Chicago, IL 60611.

_ 234. Western Psychological Services, 12031 Wilshire Blvd., Los Angeles, CA 90025.

XIII. DO YOU HAVE AUDIO-VISUAL CATALOGS OR BROCHURES FROM THE FOLLOWING IN YOUR LIBRARY?

_ 235. American Educational Films, 132 Lasky Dr., Beverly Hills, CA 90212.

_ 236. Association Films, Inc., Executive Offices, 866 Third Ave., New York, NY 10022.

_ 237. Audience Planners, Inc., 645 N. Michigan Ave., Chicago, IL 60611.

_ 238. Cadre Curriculum Group, Inc., P.O. Box 793, Hollywood, FL 33022.

_ 239. The College Board Film Library, 470 Park Ave., South, New York, NY 10016.

_ 240. Cor-rell Communications Co., 5316 Pershing Ave., St. Louis, MO 63112.

_ 241. Courage Center, Film Librarian, 3915 Golden Valley Rd., Golden Valley, MN 55422.

_ 242. Datafilms, 2625 Temple St., Los Angeles, CA 90026.

_ 243. Guidance Associates, 757 Third Ave., New York, NY 10017.

_ 244. Guidance Information Center, Saxtons River, VT 05154.

_ 245. Learning Corporation of America, 13 Avenue of the Americas, New York, NY 10019.

_ 246. McGraw-Hill Films, 1221 Avenue of the Americas, New York, NY 10020.

_ 247. Modern Talking Pictures, Inc., 1145 North McCadden Place, Los Angeles, CA 90038.

_ 248. Modern Talking Picture Service, 2323 New Hyde Park Rd., New Hyde Park, NY 11040.

_ 249. Motion Picture Services, P.O. Box 252, Livingston, NJ 07039.

_ 250. National Audiovisual Center, General Services Administration, Washington, D.C. 20409.

_ 251. West Glen Films, 565 Fifth Ave., New York, NY 10017.

XIV. HERE ARE SOME VERY USEFUL DIRECTORIES. ARE THEY ON YOUR BOOKSHELF?

_ 252. Accredited Institutions of Postsecondary Education and Programs (1977-78). American Council on Education, One Dupont Circle, Washington, D.C. 20036.

_ 253. ACLD Directory (1976). Association for Children With Learning Disabilities, 4156 Library Rd., Pittsburgh, PA 15234.

_ 254. Allied Medical Education Directory (Sixth Edition, 1976). Council on Medical Education, American Medical Association, 535 North Dearborn St., Chicago, IL 60610.

_ 255. Career Guide to Professional Associations: A Directory of Organizations by Occupational Field (1976). Carroll Press, 43 Squantum St., Cranston, RI 02920.

_ 256. Career School Directory (1977). Stephen C. Paine and Jacqueline Bennet (Eds.). EDFAC Publishing Co., 2211 Broadway, Pekin, IL 61554.

_ 257. College Scope: National College Directory (1977). College Scope, 108 Massachusetts Ave., Boston, MA 02115.

_ 258. Directory of Counseling Services (1977). International Association of Counseling Services, American Personnel and Guidance Association, 1607 New Hampshire Ave., N.W., Washington, D.C. 20009.

_ 259. Directory of Educational Facilities for the Learning Disabled (1978). Academic Therapy Publications, Box 899, San Rafael, CA 94901.

_ 260. Directory for Exceptional Children Eighth Edition (1978). Porter Sargent Publishers, Inc., 11 Beacon St., Boston, MA 02108.

_ 261. Directory of National Information Sources on Handicapping Conditions and Related Services (1976). U.S. Department of Health, Education, and Welfare, Washington, D.C. 20201.

_ 262. Education for Allied Health Careers (1976). American Medical Association, 535 N. Dearborn St., Chicago, IL 60610.

_ 263. Independent Educational Counselors Association Directory (1977). IECA, 110 Great Rd., Bedford, MA 01730.

_ 264. Kit for Guidance Counselors on Home Study Schools (1977). National Home Study Council, 1601 18th St., N.W., Washington, D.C. 20009.

_ 265. Law Enforcement Education Directory (1978-80). International Association of Chiefs of Police, Inc., 11 Firstfield Rd., Gaithersburg, MD 20760.

_ 266. Mental Health Directory (1977). National Institute for Mental Health. Available from: Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402.

_ 267. National Directory of Four Year Colleges, Two Year Colleges and Post High School Training Programs for Young People With Learning Disabilities (Third Edition, 1977). P. M. Fielding and John R. Moss. Partners in Publishing, Box 50347. Tulsa, OK 74150

XV. HERE IS A LIST OF PUBLICATIONS IN THE FIELD OF VOCATIONAL AND EDUCATIONAL GUIDANCE WHICH IS RECOMMENDED BY B'NAI B'RITH CAREER AND COUNSELING SERVICES. HOW MANY ARE FAMILIAR TO YOU?

_ 268. Adult Assessment: A Source Book of Tests and Measures of Human Behavior (1977). Richard S. Andrulis. Charles C. Thomas, Publisher, 301-327 East Lawrence Ave., Springfield, IL 62703.

_ 269. Assessing the Learning Disabled: Selected Instruments (Second Edition, 1977). August J. Mauser. Academic Therapy Publications, P.O. Box 899, 1539 Fourth St., San Rafael, CA 94901.

_ 270. Career Development: Exploration and Commitment (1977). Gordon A. Dudley and David V. Tiedeman. Accelerated Development, Inc., P.O. Box 667, Muncie, IN 47305.

_ 271. Career Development for the College Student (Fourth Edition, 1976). Philip W. Dunphy (Ed.), S. F. Austin and Thomas J. McEneaney. Carroll Press Publishers, 43 Squantum St., Cranston, RI 02920.

_ 272. Career Education: An Undergirding for Career Counselling (1977). S. Norman Feingold. B'nai B'rith Career and Counseling Services, address on masthead.

_ 273. Career Education in the High School (1977). Kenneth Hoyt, et al. Olympus Publishing Co., 1670 East Thirteenth South, Salt Lake City, UT 84105.

_ 274. Career Emphasis Series: A Self-Study Approach to Life/Career Planning (1977). Stephen E. Forrer, et al. Olympus Publishing Co., 1670 E. 13th South, Salt Lake City, UT 84105.

_ 275. Career Game, The (1976). Charles G. Moore. National Institute of Career Planning, 521 Fifth Ave., New York, NY 10017.

_ 276. Career Planning: Freedom to Choose (1977). Bruce Shertzer. Houghton Mifflin Co., One Beacon St., Boston, MA 02107.

_ 277. Careers For Today and Tomorrow (1977). S. Norman Feingold. B'nai B'rith Career and Counseling Services, address on masthead.

_ 278. Counseling Techniques That Work (1977). Wayne W. Dyer and John Vriend. Funk and Wagnalls, 10 E. 53rd St., New York, NY 10022.

_ 279. Counselors Guide to Colleges, The (Second Edition, 1978). Stuart Silverman and Mark Glatt. Human Effectiveness Training Associates, Inc., 67 South Park Dr., Old Bethpage, NY 11804.

_ 280. The Easy Way to Get a College Education and College Degrees ... by Mail (1976). John Armstrong and Robert Hansen. Education and Career Counseling, 17332 Vinewood Ave., Tustin, CA 92680.

_ 281. Eleven Career Education Programs (1976). Kathryn D. Hewett. ABT Publications, 55 Wheeler St., Cambridge, MA 02138.

_ 282. Essential Aspects of Career Planning and Development (Second Edition, 1977). J. C. Atherton and Anthony Mumphrey. Interstate Printers and Publishers, Inc., 19-27 N. Jackson St., Danville, IL 61832.

_ 283. Freeing Sex Roles for New Careers (1977). Nancy K. Schlossberg and Janice M. Birk (Eds.). American Council on Education, One Dupont Circle, Washington, D. C. 20036.

_ 284. Fundamental Philosophy of the Counseling Profession (1977). S. Norman Feingold. B'nai B'rith Career and Counseling Services, address on masthead.

_ 285. Guidance, Counseling, and Support Services for High School Students with Physical Disabilities (1977). June C. Foster. Technical Education Research Centers, Inc., 44 Brattle St., Cambridge, MA 02138.

_ 286. Guidance in Today's Schools (Third Edition, 1976). Donald G. Mortensen and Alan M. Schmuller. John Wiley & Sons, Inc., 605 Third Ave., New York, NY 10016.

_ 287. Guide to Career Education, The (Revised, 1976). Muriel Lederer. Quandrangle/The New York Times Book Co., 10 E. 53rd St., New York, NY 10022.

_ 288. Jobs and Career Trends in the Late 70's (1977). Earl T. Klein, B'nai B'rith Career and Counseling Services, address on masthead.

_ 289. Making It In College (1976). Marion Walker and Mark Beach. Mason/Charter Publishers, Inc., 641 Lexington Ave., New York, NY 10022.

_ 290. Occupational Information (Fourth Edition, 1976). Robert Hoppock. McGraw-Hill Book Co., 1221 Avenue of the Americas, New York, NY 10020.

_ 291. Paraprofessionals in Education Today (1977). A. Gartner, V. Carter Jackson and Frank Riessman (Eds.). Human Sciences Press, 72 Fifth Ave., New York, NY 10011.

_ 292. Perspective of Counseling in the United States: Past, Present and Future (1977). S. Norman Feingold. B'nai B'rith Career and Counseling Services, address on masthead.

_ 293. Placement Services: A Training Manual (1977). National Association for Industry-Education Cooperation. Prakken Publications, Inc., Ann Arbor, MI 48107.

_ 294. Planning Your College Education (1976). William A. Rubenfeld. Vocational Guidance Manuals, 620 South Fifth St., Louisville, KY 40202.

_ 295. Preparation for Work of the Future (1976). S. Norman Feingold. B'nai B'rith Career and Counseling Services, address on masthead.

_ 296. Systematic Counseling: A Guide for the Practitioner (1977). Joseph H. Brown and Carolyn S. Brown. Research Press Co., 2612 North Mattis Ave., Champaign, IL 61820.

_ 297. Vocational Choice in Counseling College Students (1977). S. Norman Feingold. B'nai B'rith Career and Counseling Services, address on masthead.

_ 298. Vocational Guidance and Career Development: Selected Readings (Third Edition, 1977). Herman J. Peters and James C. Hansen. MacMillan Publishing Co., Inc., 866 Third Ave., New York, NY 10022.

_ 299. Your Child's Career: A Guide to Home-Based Career Education (1977). G. Mangum, et al. Olympus Publishing Co., 1670 East Tirteenth South, Salt Lake City, UT 84105.

_ 300. What Color is Your Parachute? A Practical Manual for Job Hunters and Career Changers (Revised, 1976). Richard N. Bolles. Ten Speed Press, Box 4310, Berkeley, CA 94704.

XVI. HOW MANY OF THESE GUIDES TO PREP SCHOOL ARE FAMILIAR TO YOU?

_ 301. Boarding Schools (1978). The Committee on Boarding Schools. Available from: Boarding Schools, 4 Liberty Sq., Boston, MA 02109.

_ 302. Handbook of Private Schools, The (Annual). Porter Sargent, Publisher, 11 Beacon St., Boston, MA 02108.

_ 303. Private Independent Schools (1977). Bunting and Lyon, Inc., Available from R. R. Bowker, Co., 1180 Avenue of the Americas, New York, NY 10036.

The scoring formula may be computed as follows: Give yourself 1 point for each check mark and then total them. Next, subtract 2 points for each main category in which you earned no checks. Bonus: add 5 points for each category in which all items were checked. Here are your "norms."

312-383	You could have written this article!
241-311	Excellent showing.
170-240	Par for most counselors.
99-169	A little extra reading seems indicated.
0-98	Check your weaknesses and fortify immediately!

We hope this checklist has provided some new ideas and resources. Readers may also use excellent techniques and career publications which are not included here. We welcome you to share them with us by writing to the National Office, B'nai B'rith Career and Counseling Services, 1640 Rhode Island Avenue, N. W., Washington, D. C. 20036.